

**APPLICATION FOR REGISTRATION OF DOMESTIC ANIMAL BUSINESS
S.46 DOMESTIC ANIMALS ACT 1994****Information for Applicants:**

All domestic animal businesses must be registered annually with their local council and comply with the appropriate mandatory Code of Practice. Local council will often require an inspection of the facilities prior to registration each year. Councils are also required to report the number of domestic animal businesses registered with them to DEPI on an annual basis.

Applicants are urged to familiarise themselves with the Department of Environment and Primary Industries "Code of Practice for the Operation of Dog Training Establishments" of 2014 prior to completing this application form. A copy of this policy can be obtained by visiting The Phoenix, 25 Armstrong Street South, Ballarat Central. It can also be found on the DEPI Website at www.depi.vic.gov.au.

In addition to this application form, the applicant is required to provide Council with a copy of the following:

- A **Certificate of Currency** of a public risk insurance policy with a minimum cover of \$5 million which can be obtained by contacting your insurance provider (**Please note that a tax invoice, a schedule of insurance or any other similar document is not a certificate of currency**).
- Any other information that the issuing officer deems necessary or requests as part of the application.

Please note, a permit application will be refused if this form is not completed *In Full* by the applicant and all required/requested information is not supplied.

Permit fees are per annum and the permits are valid until 10th April each year.

Payment and Fees:

On receipt of your application and approval, a schedule of fees requesting payment will then be sent to you. Once payment has been received, the permit will be issued.

Insurance

A permit will not be issued unless a **Certificate of Currency** of your public liability insurance policy, with a minimum cover of **\$10,000,000** and indemnifying Council **against** any claim has been provided with this application.

"Personal and or Health Information collected by Ballarat City Council is used for municipal purposes as specified in the Local Government Act 1989. The Personal and or Health Information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and or Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer"

To: Compliance Department, City of Ballarat, PO Box 655, Ballarat 3353

I/we, the undersigned hereby apply to:

- * **RENEW THE REGISTRATION OF DOMESTIC ANIMAL BUSINESS**
 - * **REGISTER A DOMESTIC ANIMAL BUSINESS**
 - * **TRANSFER A CURRENT REGISTRATION**
- (* Delete which is not applicable)

for the year ending 10th April, under the provisions of the Domestic Animals Act 1994 the premises described hereunder:

TRADING NAME

BUSINESS ADDRESS:

POSTAL ADDRESS:

NAME OF PROPRIETOR/S

MANAGER OF BUSINESS

CONTACT DETAILS **BUS** **AFTER HOURS**
Mobile.....

EMAIL ADDRESS

SELECT BUSINESS TYPE:

FEES DUE:	<u>\$215</u>		<u>\$215</u>	
	PET SHOP	<input type="checkbox"/>	BREEDING ESTABLISHMENT	<input type="checkbox"/>
			BOARDING ESTABLISHMENT	<input type="checkbox"/>
			TRAINING ESTABLISHMENT	<input type="checkbox"/>

SIGNATURE OF APPLICANT(S) **DATE**

METHODS OF PAYMENT



By Mail;

City of Ballarat
 PO Box 655, BALLARAT VIC 3353
Cheques made payable to City of Ballarat



In person at Council's Customer Service Centre, 25 Armstrong Street South, Ballarat Central.
 Payment Hours – Monday to Friday 8.15am to 5.00pm.
 EFTPOS available, major Credit cards accepted.